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GENERAL GRANT-IN-AID SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS IN THE FIELD OF WOMEN AND CHILD DEVELOPMENT



GOVERNMENT OF INDIA
Department of Women and Child Development
Ministry of Human Resource Development
Shastri Bhavan, New Delhi.

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TO VOLUNTARY ORGANISATIONS IN THE FIELD
OF WOMEN AND CHILD DEVELOPMENT**

COMMUNITY

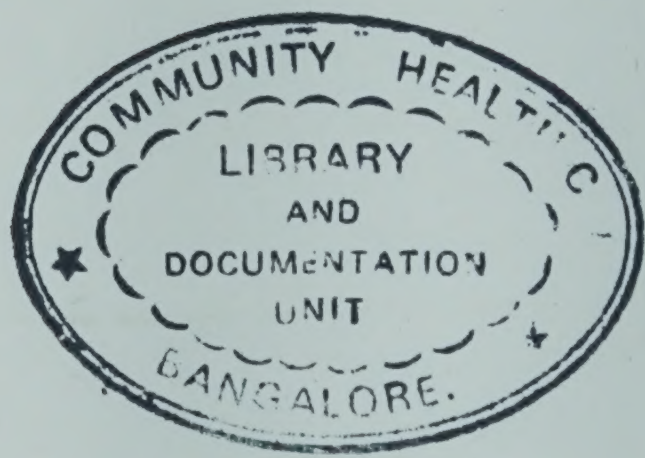


**GOVERNMENT OF INDIA
Department of Women & Child Development
Ministry of Human Resource Development
Shastri Bhavan, New Delhi**

GENERAL CHARTERED SCHEME FOR ASSISTANCE
TO VOLUNTARY ORGANIZATIONS IN THE FIELD
OF HUMAN AND CHILD DEVELOPMENT

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GOVERNMENT OF INDIA
Department of Health & Child Development
Ministry of Human Resource Development
New Delhi

GENERAL GRANT-IN-AID SCHEME FOR ASSISTANCE TO VOLUNTARY ORGANISATIONS IN THE FIELD OF WOMEN AND CHILD DEVELOPMENT

The role of voluntary organisations and their participation in social welfare activities has been recognised by Government both as an important resource as well as to emphasis that social problems and social issues require active participation of the community. Government and the voluntary organisations together have to shoulder responsibilities and functions depending on the types of activities each is best equipped to perform. The policy of the Government has been not merely to give recognition to voluntary organisations but also to promote, stimulate and develop them and to provide opportunities to train their manpower so that the commitment of voluntary organisation is mobilised for the well-being of the community. The investment of voluntary organisation in Government sponsored programmes also helps the organisation to join the mainstream of national concerns and national programmes which are intended for the well-being of the under-privileged sections of society.

2. Government's commitment to the promotion of voluntary efforts is reflected in the creation of Central Social Welfare Board in 1953 and the enlistment of voluntary organisations for implementing programmes for a number of schemes such as working women's hostel, creches, supplementary nutrition, etc. There are, however, a number of unchartered areas not currently covered by any of the existing schemes in which voluntary organisations have evinced keen interest but it has not been possible for the Department of Women & Child Development to provide support for such programmes because they are not covered by one of the approved schemes. Furthermore, since

these relate to several types of problem areas/client groups, it is not possible to have a separate scheme at this stage for each problem specially since the initial effort would be of a pioneering/experimental/nascent kind and it is only in later years after the programme has been in operation for some time that the Department may like to formulate a separate scheme for each of the specific types of programme activities. There are also some social problems which are of an inter-state character (problems in regions such as Chambal Valley which are spread over several States) and, therefore, cannot be effectively tackled by one State. These problems lend themselves to effective action by sustained voluntary action rather than administrative or legislative action. To cover such a wide spectrum of programme areas for tackling social problems or meeting the needs of client groups, a general scheme of grant-in-aid is proposed which will not transgress the existing grant-in-aid schemes but rather supplement them.

Guiding principles

3. The guiding principles that will be followed in approving projects are :—

- (i) Projects to tackle problem areas which are relatively unserved but where need is urgent.
- (ii) Projects which fill in essential gaps in existing services and complement them so as to maximise the impact.
- (iii) Projects which provide integrated services, all the components need not be financially supported by one source.
- (iv) Projects which build the capacity of the individual to be self-reliant rather than dependent.
- (v) Projects located in backward, rural and tribal areas urban slums which are poorly served by existing services.
- (vi) Projects which are community based and render non-institutional services, in certain cases where the nature of the problem so demands, institutional programmes will also be supported.

- (vii) Projects to mobilise public opinion and support to tackle pressing social problems.
- (viii) Projects to tackle problems which require coverage of more than one State.
- (ix) Projects not covered by any of the existing schemes of the Department of Women & Child Development including the Central Social Welfare Board (CSWB).

Contents of the proposal

4. The proposal for grant-in-aid should be submitted giving in detail the following :—

- (i) The statement of the problem which the project seeks to tackle.
- (ii) The objectives of the project.
- (iii) The geographical area that will be covered.
- (iv) The client group that is sought to be served.
- (v) The services that will be delivered, both institutional and non-institutional and the charges, if any, that will be realised from the beneficiary.
- (vi) The physical targets that the project seeks to achieve.
- (vii) The expertise/experience that the organisation has in planning and implementing such programmes/services.
- (viii) The cost estimates (separately item-wise) for recurring and non-recurring items for each year.
- (ix) The anticipated output of the Project (project quantitatively specified where feasible).

Eligibility

5.1. Under the scheme, grants can be given to voluntary organisations/institutions, universities, research institutes, including those set up and funded by Central Government/State Govt./Public Sector Undertaking/Local Authority/Cooperative Institutions.

5.2. The organisation should have experience of working in that programme or related area or should show evidence of competence to take up the proposed scheme.

5.3. The organisation should have been in existence for at least two years before it is eligible for applying for grant-in-aid under any scheme. However, an exception of this rule may be considered in areas where the Central/State Govt. proposes to promote voluntary effort.

5.4. It should be well managed stable organisation with facilities, resources and personnel to undertake welfare work.

5.5. It should not be run for profit to any individual or body of individuals.

5.6. It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written Constitution.

5.7. Its services should be open to all without distinction of caste, religion or language.

5.8. It should be possible to relate the number of years of useful work the organisation has done with the quantum of grant that should be given.

Definition of a voluntary organisation

6. For the purpose of this scheme, a "Voluntary Organisation" will mean :—

- (a) A society registered under the Indian Societies Registration Act, 1860 (Act XXI of 1860); or
- (b) A charitable non-profit making company; or
- (c) A Public Trust registered under any law for the time being in force; or
- (d) Any registered non-official organisation engaged in the conduct and promotion of social welfare.

Procedure for submitting an application

7.1. The application will be normally submitted through the State Governments. In the case of national organisations the Government may entertain an application directly from the organisation and where necessary obtain the recommendations of the State/UT where the organisation proposes to have the activity. Applications of State branches of well-known all India Organisations and reputed State level organisations, already known to the Department of Women & Child Development, can be entertained direct.

7.2. The application should be accompanied by :—

- (i) The Constitution of the Association, its articles memorandum, and its aims and objectives.
- (ii) Constitution of the Board of Management, present membership, date when the present Board of Management was constituted.
- (iii) Last Annual Report.
- (iv) Information relating to the grants received or likely to be received from Central Government, State Govt. or any other body including local bodies or voluntary organisations. If any applications are pending with these organisations for similar grant the details in this regard should be given.
- (v) A statement of full receipt and expenditure of the organisation/institution for the last two years and a copy of the balance-sheet for the previous year. These should be certified by Chartered Accountant or a Government authority (this is applicable to organisations which have existed for more than two years).

7.3. The organisation when forwarding the proposal will certify that it agrees to be responsible for :—

- (i) Administering and managing the finance.
- (ii) Using the funds provided under the project exclusively for the project work.

- (iii) Proper implementation of the programme/services for which grants have been received.
- (iv) Submission of progress reports as may be prescribed by the Department of Women & Child Development.
- (v) Refunding the full amount with interest thereon in case of misuse or unauthorised use of the funds for purposes other than those indicated in the sanction letter or for with holding or suppressing information regarding grants from other official sources.

7.4. In the case of projects which are of a continuing nature the Government may decide to support the activities and satisfactory performance of the programme by the organisation. In the case of request for continuation of financial assistance, a fresh application has to be made

Items for which assistance can be given

8. The following items are eligible for assistance :—

- (i) Construction of buildings or extension of existing buildings or rent of the building in which the service is being given (staff quarters are excluded except in the case of warden, chowkidar, etc.).
- (ii) Cost of equipment, furniture, etc.
- (iii) Charges due to the delivery of the service (education, training, food, etc.).
- (iv) Other charges as may be necessary for the proper running of the programme.

Buildings

9.1. A copy of the site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed, and area to be covered etc.) and estimated cost of construction should be submitted. After the proposal has been approved in principle the institution/organisation will have to submit blue prints of plan with detailed structural estimates that

the construction of the building has been permitted. The estimates need not, however, be approved by the State PWD. A certificate by the State Government that the rates are not more than the prevailing PWD schedule of rates for similar work shall suffice.

9.2 The institution must complete the building within a period of two years from the date of the receipt of the first instalment of grant-in-aid unless extension is granted by the Central Government.

9.3 No portion of the grant will be paid until the controlling authority of the institution/organisation has executed and registered a bond in the approved form, securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be used for the purpose for which the grant was given.

9.4 A certificate shall also be furnished at the time of the application that a site for the construction of a building has been acquired by the voluntary organisation/institution concerned. No grant shall be sanctioned unless a site has already been acquired. No portion of the grant shall be utilised for purchase of land.

9.5 After the completion of the building, the organisation shall furnish to the Central Government copies of the following documents :—

- (a) A certificate from State PWD to the effect that the building has been completed in accordance with the approved plans and estimates ; and
- (b) A statement of expenditure incurred on the construction of building, duly audited by the authorised auditors.

9.6 The head of the organisation shall ensure that buildings are open to inspection by the officer of the State PWD or of the CPWD, or any other officer designated for the purpose by the Central or State Government both during the period of

construction as well as after the construction is completed. It shall be the duty of the head of the organisation to carry out any instructions which may be issued in this behalf by the Central Government or the State Government as the case may be.

Travel

10. The rules of the TA/DA for the purpose of travel will be the same as that of the organisation/institution.

Equipment, etc.

11.1 The organisation/institution is expected to provide the maximum use of facilities that it can for the project. However, in exceptional cases where full justification is given, purchase/hire of equipments can be sanctioned. Details of equipment/stores of capital nature proposed to be purchased/hired will be furnished alongwith estimates cost of each item. The grantee institution/organisation shall refund in full if the project is abandoned by it during the period of sanction or if the project has not started. The stores purchased out of the grant given by the Ministry shall be entered in stock registers and presented to the auditors for checking.

11.2 The organisation must submit a statement of equipments purchased out of the grant-in-aid received (only in respect of those equipments which cost Rs. 200/- or more).

11.3 Equipment purchased out of the grant-in-aid (an item costing Rs. 200/- or more) will be the property of the Department of Women & Child Development which will decide about its disposal on the completion of the project. The Department may agree to its transfer and permit the institution to utilise the equipment, provided the equipment is used for the welfare service and the institution gives an undertaking for its proper care and maintenance.

Contingency

12. The amount to be provided under this head will include postage, stationery, telephone charges and other unforeseen items of expenditure.

Overhead Charges

13. Not exceeding 5% of the total estimated expenditure will be permissible.

Duration

14. A project can be given financial assistance for the duration of the approved term of the project.

Conditions to be fulfilled

15.1 The grantee institution will confirm in writing that the conditions contained in the grant-in-aid rules are acceptable to it and will execute a bond in favour of the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case it fails to abide by the sanction it will refund to the government, the total grant-in-aid sanction to it for this purpose with interest thereon. The signing of bond may not be insisted upon in the case of universities/or other bodies served by the Govt.

15.2 The grantee institution will maintain separate accounts in respect of the grant. The accounts will remain open to inspection to the representatives of the Government of India including the Comptroller and Auditor General of India. At the end of the period the institution will have the accounts of the grant audited by Government Auditor or a Chartered Accountant and supply of a copy of the audited account together with a utilisation certificate to the Department of Women & Child Development. Any unspent balance out of the grant will be refunded by the organisation immediately.

Extent of Assistance

16.1 Financial assistance will be given upto 90% of the approved cost on recurring and non-recurring expenditure and the balance of 10%, among others to be met by the voluntary agency or any other organisation but preferably by the voluntary organisation itself. In the case of an organisation located in remote backward and tribal area where both voluntary and Government

effort is very limited but the need for the service is very great. Government may bear 95% of the approved cost.

16.2 In the cost of building grant, the Government grant will be limited to Rs. 3.50 lakh or 90% of the approved cost whichever is less.

16.3 The organisation will not receive a grant from any other source for the same purpose and activity. However, there would be no objection if funds for the additional beneficiaries and supportive services are obtained from some other source.

Release of instalments in the first year

17.1 Grants will be released in appropriate instalments. In the first year of any project the first instalment will be released with the sanction of the grant so as to cover non-recurring expenditure and six months recurring expenditure. Applications for release of second or subsequent instalment shall be accompanied by a statement of expenditure upto the previous quarter (for quarters ending June, September and December).

17.2 For continuing projects on a formal request being made by the organisation in the beginning of the financial year the Department may, at its discretion, release upto 75% of the grants-in-aid in a particular year on the basis of the unaudited statements for the previous year. The remaining 25% may be released after receipt of audited statement for the previous year and utilisation certificate.

17.3 The application should be accompanied by the following :

- (i) Recommendations of the State Government alongwith Inspection Report of a responsible officer of the State Government (Recommendation and Inspection Report can be forwarded by the State Directorate of Social Welfare also), where-ever possible.
- (ii) Progress Report of the previous year

- (III) Full justification if there is some deviation from the quantum of recurring grant sanctioned in the previous year. This deviation should also be touched upon by Inspecting Officer of the State Government while preparing his inspection report.

17.4 The organisation must submit a statement of equipment purchased out of the grant-in-aid received (only in respect of those equipment which cost Rs. 200/- or more).

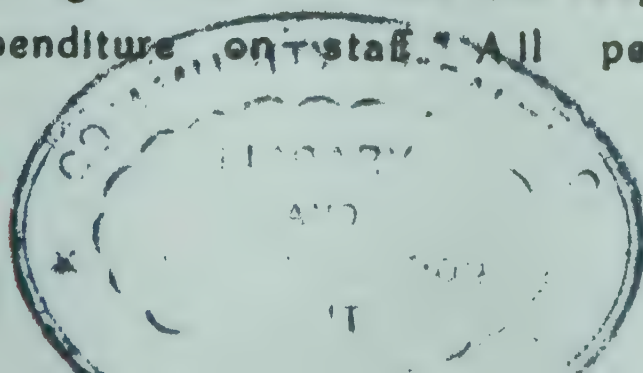
17.5 Equipment purchased out of the grant-in-aid on item costing Rs. 200 or more will be the property of the Department of Women & Child Development, which will decide about its disposal on the completion of the project. The grantee institution may submit a proposal in this regard before the completion of the project. The Department may agree to its transfer and permit the institution to utilise the equipment provided the equipment is used for the welfare service and the institution gives an undertaking for its proper care and maintenance.

Additional funds

18. The institution will not be eligible for a grant-in-aid in excess of the sanctioned amount, unless specific prior approval of the Department to that effect has been applied for and obtained. Full justification has to be provided in such a case. Taking into consideration the merits of the case the Ministry may sanction an additional grant upto 15% of the project cost.

Reappropriation

19. The institution may reappropriate expenditure from one sanctioned sub-head to another subject to a maximum of 15% in either case. Such reappropriation will be within the over-all sanctioned amount. No expenditure shall, however, be incurred by reappropriation of savings, on items not sanctioned by the Department. Savings shall also not be reappropriated for incurring expenditure on staff. All permissible



appropriation should be reported to the Department. Prior approval for such reappropriation is not necessary.

Six-monthly progress report

20. The Project Director will submit to the Department six-monthly progress reports of the project alongwith a certified statement of expenditure actually incurred and an estimate of expenditure for the next six-months period. The release of subsequent instalment will be subject to a satisfactory progress of the project.

Changes in approved projects

21. No major change will be made therein even if no additional costs are involved therein unless the prior approval of the Department has been obtained.

Termination of grants

22. If the Department is not satisfied with the progress of the project, or if finds that these rules are being seriously violated it reserves the right to terminate the grant-in-aid.

Maintenance of accounts and their finalisation

23.1 The project will be open to inspection by any officer of the Central or State Government, office of the Comptroller and Auditor General or a person authorised by them. The accounts of the project will be maintained separately and submitted as and when required. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

23.2 When the project is complete, the grantee institution will submit an audited statement of accounts with a utilisation certificate for all expenditure incurred. The arrangements for audit of the accounts of the project will be the same as in the grantee institution concerned.

Annexure

APPLICATION FORM

(Note : Application is to be submitted in duplicate. Those received in an incomplete form will not be entertained)

1. Name and complete postal address of the organisation.
2. Whether registered under the Societies Registration Act, 1860 (Act XXI of 1860) or any other Act, (to be specified) and date of registration. (Please enclose a copy of the registration of the organisation in the case of first application).
3. Particulars of the present members of the Board of Management ; date on which it was constituted tenure.
4. Details of the project for which grant-in-aid is sought :—
 - (i) Statement of the problem which the project seeks to tackle.
 - (ii) Objectives of the project.
 - (iii) Geographical area that will be covered.

- (iv) Client group that is sought to be served.
- (v) Services that will be delivered ; both institutional and non-institutional.
- (vi) Physical targets that the project seeks to achieve :—
 - (a) existing services.
 - (b) additional coverage of existing services and
 - (c) new services ; (to be indicated separately in tabular form).
- (vii) Expertise/experience that the organisation has in planning and implementing such programmes/services.
- (viii) Cost estimates (separately item-wise) for recurring and non-recurring items for each year. In the case of staff, the salaries and allowances for each post to be given separately.
- (ix) Details of equipment, furniture etc. required for the project with estimated cost.
- (x) Details of construction of buildings or extension to existing buildings or

rent of the building in which the service is being given (staff quarters are excluded except in the case of warden, chowkidar etc.) with estimated cost (see rule 9. 1 to 9. 6).

(xi) Anticipated output of the project (to be quantitatively specified where feasible).

(xii) Charges proposed to be collected from beneficiaries for the services (education, training, food etc.).

(xiii) Stipend, if any, proposed to be given to trainees

(xiv) Other charges as may be necessary for the proper running of the programme.

5. How the institution will meet its contribution and/or the balance expenditure ; indicate the specific sources with quantum of expenditure.

6. List of papers/statements to be attached :—

(I) Constitution of the organisation ; its articles of memorandum and its aims and objectives (to be submitted in the case of first application).

(II) Annual report for the previous year giving inter alia the

details of activities. The physical targets achieved and the locations of the services/activities should be mentioned.

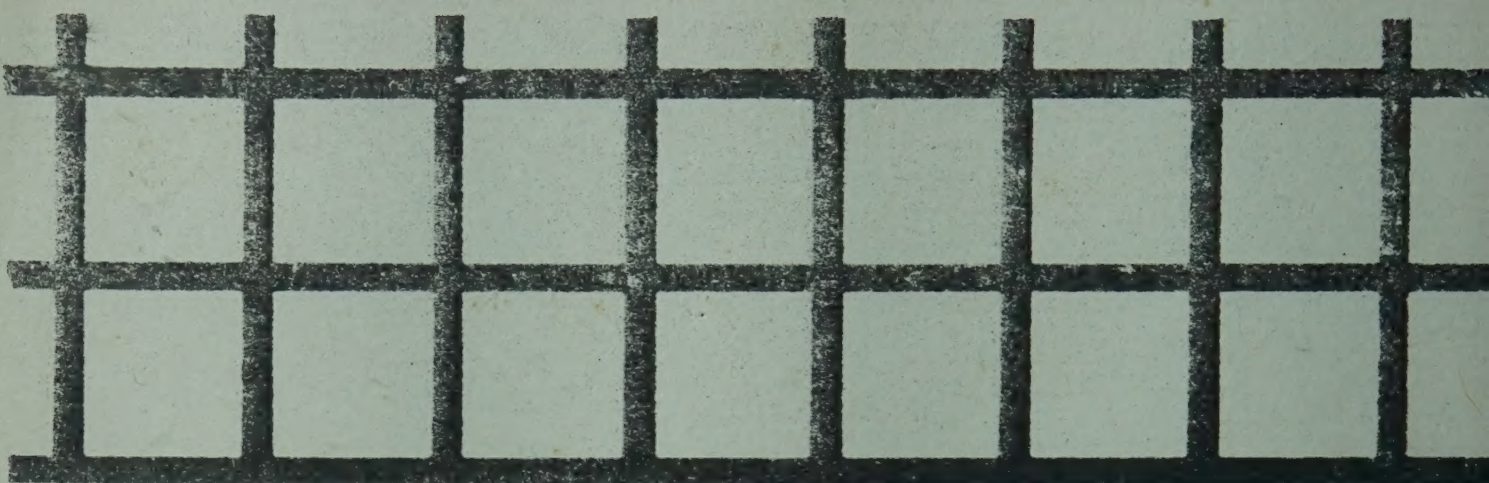
- (III) A list of the staff of the organisation alongwith a statement showing their qualifications, scale of pay, present salary and other allowances, if any.
- (iv) Information relating to the grants received or likely to be received from Central Government, State Government, or any other body including local bodies or voluntary organisations ; if any applications are pending with these organisations for similar grant the details in this regard should be given.
- (v) A statement of the Itemised income and expenditure of the organisation/institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by a Chartered Accountant or a Government authority (This is applicable to organisations which have existed for more than two years. If the organisation has a deficit, an explanatory note may be given on how this is met).

- (vi) Copy of site plans of the buildings and other papers if proposed (vide para 9.1 of the scheme).
- (vii) Certificates as required in para's 7.3 and 9.4 of the scheme.
- (viii) List of additional papers attached if, any.

7. Additional information, if any.

Signature of the Secretary/
President of the Organisation
with stamp.

Date :



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